

National Imagery and Mapping Agency

Visit our home page at www.nima.mil.

Our Mission:

NIMA provides timely, relevant, and accurate
Geospatial Intelligence in support of national security.

Our Vision:

Know the Earth...Show the Way

VACANCY ANNOUNCEMENT

Announcement Number: 024936

Opening Date: September 30, 2002

Closing Date: October 25, 2002

POSITION TITLE & SERIES: Academic Administrator, NI-03

PAY BAND & SALARY RANGE: Band 03 \$46,469 - \$ 76,112

DUTY STATION: Fort Belvoir Va

AREA OF CONSIDERATION: All Sources

ASSIGNMENT DESCRIPTION

Academic Administrators provide support, guidance and/or oversight to training programs and military, agency, and/or contract instructors. They coordinate resources to meet the training mission, and manage facilities, equipment, schedules, marketing and budgets. They compile data, generate reports, and respond to internal and external customers of NIMA training

ADDITIONAL INFORMATION PROVIDED BY SELECTING OFFICIAL: This position serves as an Education and Training Administration Specialist within the Education Branch at the National Geospatial Intelligence School (NGS). Incumbent is responsible for the development, coordination and assembly of the documentation required for courses at NGS to remain current and accredited. The individual is required to translate organizational goals into specific programs that support this course development. They monitor educational programs and are accountable to ensure they remain current. They monitor and evaluate the progress of their educational programs and the program's overall contribution to the Education Branch's goals. They make adjustments in training objectives, work plans, and course development schedules. Incumbent will monitor and have responsibility for the review of course documentation and administrative training materials for the departments of Geospatial Intelligence and Geospatial Intelligence Systems Training. Conducts regular coordination with each of four campuses at which the School conducts training.

MANDATORY QUALIFICATIONS

Knowledges

Basic writing principles (e.g., organization of ideas, active voice); Customer requirements; Information gathering research techniques; NIMA organizational structure; Customer service principles; NIMA training policies and procedures

DESIRABLE QUALIFICATIONS

Skills

Budget and Manpower Requirements Formulation; Program Management (MgtSup); Customer Service; Interpersonal Relationship Development/Networking; Oral Communication; Records Management; Planning and Scheduling; Self-Development; Personal Time Management; Data Entry/Data Maintenance (MgtSup); Active Listening (TE); Advising/Consulting (TE); Data Analysis (TE); Database Development/Management (TE); Internal and External Coordination (TE); Marketing; Protocol (TE); Research/Information Gathering (TE); Technical/Specialized Writing (TE); Testing and Evaluation (TE); Training Administration; Information/Document Design (TE); Problem Identification, Analysis, and Resolution (TE); Supply and Equipment Management (TE)

Knowledges

NIMA security policies and procedures; Process improvement principles and techniques; Negotiation techniques; NIMA writing standards, styles, and formats; Process analysis and evaluation techniques (e.g., results surveys, process tracking sheets); Program Objective Memorandum (POM/IPOM) process; NIMA acquisition policies and procedures; NIMA Correspondence Instruction; NIMA records management policies and procedures; NIMA travel policies and procedures; Proofreading techniques; Telephone etiquette; Credit card policies and procedures; Management Support standard office procedures; Office of the Secretary of Defense (OSD) correspondence procedures (e.g., AI-7); Office equipment troubleshooting; Database/file maintenance procedures; Database access procedures; Database editing techniques; NIMA awards and recognition policies and procedures; PeopleSoft data entry procedures; NIMA time and attendance policies and procedures; Promotion policies and procedures

Licenses/Certifications

NIMA Instructor Certification

SPECIAL INFORMATION

- XX Two Year Probationary Period
- XX U.S. Citizenship Required
- XX Position Subject to Drug Testing
- XX Security Clearance Required
 - ☐ Secret
 - XX Top Secret
 - XX Sensitive Compartmented Information
- ☐ Polygraph Test Required
- XX Direct Deposit Required
 - (Condition of Employment)
- ☐ Physical Examination Required
 - ☐ Color Vision Required
 - ☐ Stereoscopic Vision Required
- ☐ Education Requirements may be Waived
- ☐ Permanent Change of Station (PCS)
 - includes travel/transportation expenses
 - (pending available funds)
- ☐ Shift Work
- ☐ Safety Gear/Equipment
- ☐ Financial Statement Required
- ☐ Travel Required
 - ☐ Occasional
 - ☐ Frequent
 - ☐ Overseas

NOTES:

1. NIMA positions are in the Excepted Service under 10 USC 1601 appointment authority. All candidates must be U.S. citizens and are subject to a thorough background inquiry and medical examination. You and your immediate family members (i.e., mother, father, brothers, sisters, spouse and children) must be U.S. citizens to obtain the required security clearances except in rare cases. Some positions may be subject to a polygraph examination. All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment. Employees are required to sign an agreement not to disclose, in any fashion, classified information to unauthorized persons. Participation by civilian employees in the DOD Direct Deposit/Electronic Fund Transfer of Pay Program is required.

2. NIMA IS AN EQUAL OPPORTUNITY EMPLOYER. Applicants are assured of equal consideration regardless of race, sex, age, religion, color, national origin, lawful political affiliation, marital status, sexual orientation, membership in an employee organization, or nondisqualifying physical or mental disability.

3. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources at (314) 263-4888 or DSN 693-4888, extension 138.

4. NIMA has implemented pay banding for all former General Schedule (GS) employees. The NIMA system consists of five pay bands and does not include regularly scheduled within grade increases. Annual performance evaluations determine the amount of increase within a pay band an employee will receive. The annual promotion process determines those employees who move to a higher band. The *basic salary ranges and equivalent GS grade levels for the five pay bands are:

Pay Band 01	\$14757	-	\$38493	(Equivalent to GS-01 through GS-07)
Pay Band 02	\$31191	-	\$51854	(Equivalent to GS-08 through GS-10)
Pay Band 03	\$41684	-	\$68274	(Equivalent to GS-11 through GS-12)
Pay Band 04	\$59409	-	\$95948	(Equivalent to GS-13 through GS-14)
Pay Band 05	\$82580	-	\$112863	(Equivalent to GS-15)

* These are the basic pay amounts. The Federal government has established numerous pay localities to provide locality pay adjustments that add to total pay according to geographic duty locations.

HOW TO APPLY/WHAT TO SUBMIT: In order to receive FULL consideration, all of the following documentation must be received by October 25, 2002 .

1. Chronological resume (maximum of two pages) showing SSN, Citizenship, and specific duties and specific dates pertinent to past positions held and description(s) of experience to ensure full consideration.
(NIMA uses an automated resume referral system. SF 171/OF 612, Application for Federal Employment, will NOT be accepted). Resumes may be emailed via the Internet to hrjobs@nima.mil. The resume must be included in the BODY of the email message, do not send the resume as an attachment. **INCLUSION OF YOUR SOCIAL SECURITY NUMBER IS MANDATORY.** See Privacy Act Statement.

2. Should any specific supplemental information be requested (normally found under paragraphs NARRATIVES REQUIRED and/or QUALIFICATIONS), submit them with your complete application package. Examples of such specific supplemental information include narrative statements.

3. Please let us know how you learned of this employment opportunity.

_____ INTERNET WEB SITE	_____ ADVERTISEMENT
_____ www.usajobs.opm.gov	_____ Newspaper
_____ www.nima.mil	_____ Magazine
_____ www.monster.com	
_____ OTHER (PLEASE SPECIFY)	

4. Current or former Federal employees must submit a copy of SF 50, Notification of Personnel Action that documents current/last permanent position title, series, grade, and salary. If you received a separation incentive, you must submit the SF 50 which documents the amount of the separation incentive.

5. Applicants claiming veterans' status/preference must submit a copy of DD Form 214, Certificate. Release or Discharge from Active Duty, SF 15, Application for 10-point Veteran Preference, and/or other information documenting veterans' status/preference eligibility for consideration.

All applicable documents must be submitted as a complete application package. Completed forms should be sent (or faxed 314-263-4977) to:

NATIONAL IMAGERY and MAPPING AGENCY
ATTN: HUMAN RESOURCES/MAIL STOP L-28 (ANNCT #024936)
3838 Vogel Rd
Arnold, MO 63010-6238

Commercial Telephone: 314-263-4888

DSN: 693-4888

Toll Free: 1-800-777-6104

COPIES OF VACANCY ANNOUNCEMENTS (to include qualification requirements and application procedures) ARE AVAILABLE 24 HOURS A DAY THROUGH NIMA'S FAX ON DEMAND CENTER BY CALLING TOLL FREE 1-800-777-6104. Select Option 3 and request Document #120 for a complete vacancy listing. COPIES ARE ALSO AVAILABLE BY CALLING: Human Resources at (314) 263-4888 or DSN 693-4888, extension 138. For job information 24 hours a day, 7 days a week, call Toll Free 1-800-777-6104. Users of the TDD system may use 314-263-4277 (Commercial) or 693-4277 (DSN) to access our TDD line between the hours of 8:00 a.m. and 3:00 p.m. (CST)

Privacy Act Statement

Authority: 5 U.S.C. sections 3301, 4118, 8347; 10 U.S.C. sections 1601-02; and Executive Orders 9397, 9830 and 12107.

Principal Purpose: This information is needed to ensure the accuracy of critical data in each employee/applicant record. The records have various uses by the agency, including screening qualifications and determining status, eligibility and rights and benefits under pertinent laws and regulations.

Routine Uses: Information may be disclosed in accordance with the routine uses established for OPM/GOVT-1, General Personnel Records, which permits disclosures to be made to the Equal Employment Opportunity Commission, the Department of Justice, to law enforcement agencies, and other Federal and state agencies.

Disclosure: Disclosure is voluntary. However, failure to provide your Social Security Number, as well as all other required information, will disqualify you from further employment consideration.

RESUME INSTRUCTIONS

1. Include the announcement/advertisement number on each page of your resume, if appropriate.
2. Resumes that cannot be appropriately scanned and processed will be returned.
3. Limit typed resumes to 2 pages.
4. Use black ink on 8.5 x 11 inch white, bond paper. Print on one side only.
5. Do not condense spacing between letters.
6. Use minimum 1/2 inch margin (top, bottom, right, and left).
7. Must use standard typefaces, i.e., Courier, Helvetica, etc. and use 10 or 12 pitch. **DO NOT USE "TIMES" FONT.**
8. Avoid fancy treatments such as italics, underline, shadows, and reverse type (white letters on black background).
9. Type your name and social security number, i.e., John Jones - 123456789, on each page of the resume in the top left corner. **INCLUSION OF YOUR SOCIAL SECURITY NUMBER IS MANDATORY.** See Privacy Act Statement.
10. Include the country(ies) in which you have citizenship.
11. Avoid acronyms and abbreviations. If you must use them, give the full text and then use the acronym or abbreviation the first time it's mentioned.
12. Avoid vertical and horizontal lines, graphics, and boxes.

RESUME FORMAT

NAME (First, MI, Last)
Social Security Number (Mandatory)
Home Address
Home Phone
Home Email Address
Include the country(ies) in which you have citizenship

EMPLOYER'S NAME
Employer's Address
Work Phone
Work Email Address
Announcement Number

EXPERIENCE: (Begin with current position and list only those positions which you feel are relevant)
ALL DESCRIPTIONS OF EXPERIENCE MUST INCLUDE THE FOLLOWING INFORMATION:

- . Employer's name and address
- . Start and end dates (month and year)
- . Hours worked per week
- . Position title, pay plan, series, and grade
- . For career ladder position experience descriptions, provide month and year promoted to the highest grade held
- . Supervisor's name and phone number
- . Identify if experience was gained from a detail or temporary promotion
- . All major tasks
- . All systems you have worked with or on
- . Any software program(s) or hardware you have used
- . Any specialized equipment used
- . Any special program(s) managed
- . Regulations, directives, technical orders, instructions, etc., you have worked with, implemented, researched or developed that are pertinent to your career path
- . All other relevant information you would like to include

Years of experience may be grouped together, if they are the same or similar in nature.
Only experience that you believe is relevant to the positions for which you desire consideration needs to be included in your resume.

EDUCATION:

List completed degrees (include month and year earned), major field of study, grade point average, and name of college or university. A transcript **MUST** be submitted with resumes in order to be considered for positions outside current series or series previously held. If high school is highest education completed, list the high school name and address, highest grade completed, date graduated, or date GED earned.

TRAINING - AWARDS

List any training courses completed and awards received that you consider valuable and relevant to your career goals. (Include dates if possible.)

LANGUAGES:

List any languages/dialects that you can speak, read or translate. Please indicate fluency/proficiency for each.
The following languages are being sought:

Albanian	Hindu	Pashto	Slovak
Arabic (specify country/type)	Hungarian	Persian (specify type)	Spanish
Chinese (specify region)	Indonesian	Portuguese	Turkish
Czech	Italian	Romanian	Ukrainian
French	Japanese	Russian	Urdu
German	Korean	Serbo-Croatian	Uzbek